Introduction

User Acceptance Testing (UAT) will require a coordinated effort between those planning for the tests, those coordinating the tests, and those executing the tests. This requires more effort when those who are executing the tests are doing so as time permits during their busy schedules. In order to have a successful completion of UAT, the following process is proposed.

Roles and Responsibilities

The following roles and responsibilities will be used during the UAT.

Test Team Lead

The main responsibilities for this role include:

- Coordinate and manage the user acceptance testing efforts.
- Assist the FSA users in developing additional user acceptance testing conditions.
- Develop/review user acceptance test scripts.
- Review user acceptance test results.
- Assist team with determining solutions to incidents and problems.
- Assign SIRs to test team members.
- Manage user acceptance test scope.
- Monitor the test activities and report testing status to the project manager.
- Review quality and completeness of testing activities.
- Work with project management to ensure timely issue resolution.
- Maintain binders of completed test scripts for user acceptance testing.
- Translate incidents encountered into the SIR tool.
- Assume the role of FSA Test Team Coordinator for those FSA personnel in Washington, DC who are conducting UAT

FSA Test Team Coordinators

The main responsibilities for this role include:

- Develop additional user acceptance test conditions and test scripts.
- Execute the user acceptance tests.
- Assist co-workers with test executions.
- Evaluate the user acceptance test results from co-workers in the same regional office.
- Send testing results to test team lead for inclusion in testing binder. For tests that were completed successfully, just note them on the log (the User Acceptance Testing Cycle Control Sheet) and send the paperwork after the testing period ends. For those tests that 'fail', fax the completed scripts on which the FSA Test Team Analyst was working to Nancy at 678-657-1995. Fax the 'failed' scripts at the end of each day. Do NOT wait until the end of the testing period to fax the 'failed' scripts. (Successful test results may also be faxed at the end of each day.)

- Identify and log (on the scripts and on the User Acceptance Testing Cycle Control Sheet) all incidents and problems encountered during testing activities.

FSA Test Team Analyst
The main responsibilities for this role include:
- Execute the user acceptance tests.
- Evaluate the user acceptance test results.
- Identify and log (on the scripts) all incidents and problems encountered during testing activities.

Development/Fix-it Analyst
The main responsibilities for this role include:
- Review reported incidents and problems.
- Determine solutions to correct problems.
- Update mappings and reports as required.
- Work with source system developers to correct issues with source system input files.
- Verify incidents and problems are corrected in the development environment.
- Assist with migration of the correction from the development environment to testing environment.

Test Conditions and Test Scripts

A copy of the test conditions and test scripts used during the System Testing effort was sent to all members of both the core and expanded teams. The FSA Test Team Coordinators should review and understand these items. If there are any questions, please contact the Test Team Lead. Each script should be executed by at least 2 people in each Region.

A separate spreadsheet was developed to capture any 'ad hoc' testing that occurs. All columns in this spreadsheet must be completed in order for the Test Team Lead to understand the scope of the 'ad hoc' testing, the steps that occurred, the data that was used, and whether or not the test was successful.

Testing Activities and Schedule

The following table identifies the individual steps and the timeline for completing the steps. If you have any questions during the testing period, please contact the Test Team Lead (Ahmad).

#	Activity	Start Date	End Date
1	Core and Expanded team members receive test conditions, scripts, and UAT Instructions	5/16/02	5/21/02

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#	Activity	Start Date	End Date
2	FSA Test Team Coordinators (Susan Haenel-Beck, Martha Shine, Ben McPherson, John Jebian) recruit volunteers for the FSA Test Team Analyst role	5/17/02	5/22/02
3	FSA Test Team Coordinators forward test conditions, scripts, and UAT Instructions to the recruited testing volunteers	5/21/02	5/22/02
4	Core and Expanded team members (this includes the FSA Test Team Coordinators) and those recruited testing volunteers review test conditions, test scripts, and UAT instructions	5/21/02	5/23/02
5	Core and Expanded team members and those recruited testing volunteers who will become FSA Test Team Analysts discuss any questions regarding testing with their FSA Test Team Coordinator	5/21/02	5/23/02
6	FSA Test Team Coordinators discuss any questions regarding testing with Test Team Lead	5/21/02	5/23/02
7	FSA Test Team Coordinators notify Willie Sutton of those individuals that will be conducting testing	5/20/02	5/22/02
8	Willie Sutton notifies the Data Mart application maintenance vendor of user ids for the testing environment	5/17/02	5/22/02
9	Data Mart application maintenance vendor adds user ids to the testing environment	5/17/02	5/22/02
10	FSA Test Team Coordinators assign test scripts to the FSA Test Team Analysts (including themselves)	5/21/02	5/23/02
11	FSA Test Team Coordinators and Analysts collect the 'input data' (i.e. executing reports using FFEL, FMS, NSLDS, etc) and perform calculations as indicated on the test script	5/22/02	5/29/02

5/21/02

#	Activity	Start Date	End Date
12	FSA Test Team Coordinators and Analysts execute the test scripts. Be sure to write on the script as you are completing it. The following fields must be completed: 1. use a pen instead of a pencil. If the cycle 'fails', the script will be faxed to Nancy and pencil will not be legible in the fax. 2. your name on the top of the script in the 'cycle executed by' field 3. the date that you are executing the cycle 4. whether the overall cycle passed or failed 5. whether each individual step passed or failed 6. if a step failed, identify what actually happened in the 'actual results/comments' column 7. if you have any other comments about the step, write them in the 'actual results/comments' column. NOTE: it takes too much time to update the electronic version of the script, so just complete the hardcopy of it using a pen.	5/24/02	5/30/02
13	FSA Test Team Coordinator assists the FSA Test Team Analysts as needed	5/24/02	5/30/02
14	Test Team Lead or Development/Fix-it Analyst assists FSA Test Team Coordinators as needed	5/24/02	5/30/02
15	FSA Test Team Analysts return completed scripts (whether they passed or failed) to the FSA Test Team Coordinator	5/24/02	5/30/02
16	FSA Test Team Coordinators review the completed scripts for completeness and understanding. If the script failed, make sure you understand why it failed.	5/24/02	5/30/02
17	DAILY - FSA Test Team Coordinators update their User Acceptance Testing Cycle Control Sheet with the completed scripts.	5/24/02	5/30/02
18	DAILY - FSA Test Team Coordinators place the successfully completed scripts in a folder for later sending to Nancy	5/24/02	5/30/02
19	DAILY – FSA Test Team Coordinators fax the 'failed' scripts to Nancy (678-657-1995)	5/24/02	5/30/02
20	DAILY – the Test Team Lead enters the 'failed' scripts into the problem tracking database	5/24/02	5/30/02
21	DAILY – FSA Test Team Coordinators contact Test Team Lead (Ahmad) and inform him of that day's testing status	5/24/02	5/30/02
22	DAILY – Nancy and Ahmad review the 'failed' scripts and assign them to the Development/Fix-it Analyst	5/24/02	5/30/02

#	Activity	Start Date	End Date
23	DAILY – Development/Fix-it Analyst reviews the 'failed' scripts and corrects the situation.	5/24/02	5/30/02
24	DAILY – Test Team Lead reviews the corrected problems. If the problem is corrected, the Test Team Lead authorizes the changes to be migrated to the Test environment.	5/24/02	5/30/02
25	DAILY – Test Team Lead informs the FSA Test Team Coordinators that problems were corrected and 'failed' scripts can be re-executed.	5/24/02	5/31/02
26	FSA Test Team Coordinators electronically send the completed User Acceptance Testing Cycle Control Sheet to Nancy	5/31/02	5/31/02
27	FSA Test Team Coordinators mail all successfully completed scripts to the Test Team Lead in Washington, DC	6/3/02	6/4/02
28	Test Team Lead reviews the successfully completed scripts and places them in the UAT binder (replacing the faxed copies)	6/4/02	6/7/02

5/21/02